



What is Wide Area Workflow?

WAWF is a Web-based application that allows DoD Vendors to submit and track their invoices, receipts and acceptance documents electronically.

WAWF provides three methods for submission: the Internet, File Transfer Protocol (FTP) or Electronic Data Interchange (EDI). FTP & EDI are designed for document batch processing.

How does WAWF work?

Contractors complete invoices and inspection/ acceptance documents on the Web or using EDI or FTP. WAWF notifies the government official automatically of document submission. Once the receipt and acceptance process is complete, payment officials issue payments via appropriate DFAS payment system using Electronic Funds Transfer. An electronic folder documents the entire process and is accessible to the contractor and authorized government personnel.

Security

With WAWF, your identity is assured through the use of digital signatures and certificates. Your system access is controlled through authorized user levels, PKI certificates or passwords. The online data transmissions and storage are protected with encryption. WAWF is a system of records governed by the Privacy Act so it has multiple safeguards to protect PII.

WAWF Training

"New" WAWF webinars are available at Defense Connect Online (DCO) <https://www.dco.dod.mil> by searching WAWF and HT.

1. Web-based training is available at:
<https://wawftraining.eb.mil>
2. Classroom training is available at Cleveland and Columbus. More information can be found at:
www.dfas.mil/dfas/ecommerce/wawf/training.html
3. Onsite WAWF training is available for government personnel only. Information is available by emailing:
ccl-esolutions@dfas.mil
4. Training guides for vendors, GAM and Government Personnel are available in various languages at:
www.dfas.mil/dfas/ecommerce/wawf/info.html

Benefits of WAWF for DoD

- Global accessibility of documents
- Eliminates need for re-keying
- Improved data accuracy
- Real-time processing
- Secure transactions with audit capability
- Reduced interest penalties
- Eliminates risks and hazards involved with paper mail
- Online review of receiving reports to compare products/services to the contract terms

Benefits of WAWF for vendors

- Payments processed more efficiently
- Reduction of lost or misplaced documents
- Eliminates the time and expense of mail processing
- Online tracking and viewing of current invoices
- Streamlined invoicing and acceptance system
- Saves time by submitting the invoice and receiving report through a single entry
- Performs e-business in a secure environment with a complete audit trail
- Global accessibility of documents
- Real-time processing

Electronic Invoicing Mandated by Public Law

The National Defense Authorization Act for Fiscal Year 2001 (Public Law 106-398) required Contractors to submit electronically, and Department of Defense (DoD) to process electronically, requests for payment under DoD contracts.

The Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 Electronic Submission of Payment Requests and Receiving Reports provides information on the requirement.

<http://farsite.hill.af.mil/regpdf/dfars/252/252232.pdf>

This mandate requires the use of Wide Area Workflow (WAWF) to submit invoices and receiving reports electronically.

Any of the following three formats is an option:

1. the internet
2. File Transfer Protocol (FTP)
3. Electronic Data Interchange (EDI)

Exceptions to this mandate must be approved by a contracting officer, as required by (DFARS 232.7003).

http://farsite.hill.af.mil/regpdf/dfars/232/232_70.pdf

Helpful Internet Addresses (Type entire address to access websites.)

Track your invoices at this site! myInvoice: <https://myinvoice.csd.disa.mil/>

DFAS Electronic Commerce Information: <http://www.dfas.mil/dfas/ecommerce.html>

Discover the many ways DFAS is serving customers via e-Commerce business applications. Check out the 'Electronic Commerce End User's Tool Box', an excellent resource designed to assist you in using the current financial-related DoD EC tools.

DFAS website: <http://www.dfas.mil/>

